**RFQ: Write-up of the Integrated Energy Strategy work**

**Description of the project**

GreenCape is in the process of developing a recommended plan of action on energy for the Western Cape Government and local municipalities as a key step towards developing an Integrated Energy Strategy for the Province.

A number of research papers have been commissioned and delivered as background for this work, and GreenCape has built on this work to propose an action agenda. GreenCape is currently engaging the key government stakeholders on the proposed plan to get their input, and requires the assistance of a writer/editor to write up the plan once it has been syndiacted.

The project material will be provided in Powerpoint format, and will need to be written up in long form into a coherent vertical document. This will also involve pulling some information from the background research papers, but no additional research. The report is expected to be somewhere in the region of 30-50 pages.

The service provider will need to have basic fluency on broad energy issues in order to fulfil the obligations of the task at hand.

**Timing**

GreenCape aims to have completed its stakeholder engagement by end February and would like to have the vertical report written up by 20 March.

**Response to RFQ**

Interested service providers should submit their quotes to [claire@green-cape.co.za](mailto:claire@green-cape.co.za) by no later than 5pm on 16 February 2015. Claire can also be contacted if there are any questions.

Proposals should include:

* An estimated cost for the work (as well as hourly rates used as the base for the calculation).
* Bio highlighting relevant experience
* An example of relevant work undertaken